

## **VI. REPORTING REQUIREMENTS**

### **A. The Quarterly Performance Report (QPR)**

The QPR is a statistical report required by ORR, comprised of information gathered on RSS and TA Formula and TA Discretionary programs that CDSS compiles from the following reports that counties submit to the State:

- RS-50, Refugee Services Program - Services Participation and Outcomes Report<sup>7</sup>; performance data for RSS Formula, TA Formula, and TA Discretionary programs; and
- RS-51, Refugee Resettlement Program Caseload Movement Report<sup>8</sup>; RCA, UMR, and GA/GR caseload data.

The RS 50 is to be completed by the counties that receive CDSS-allocated ORR funding. All 58 counties are required to complete the RS 51. These reports are due to CDSS by no later than the close of business, 20 calendar days after the end of each quarter of the FFY.

First Quarter (October - December)	January 20
Second Quarter (January - March)	April 20
Third Quarter (April - June)	July 20
Fourth Quarter (July - September)	October 20

Counties may use county-generated forms to collect the required data from service providers. However, the county data must be submitted to CDSS on the RS 50 and RS 51.

### **B. Quarterly Progress Reports**

Counties that receive RSS, RSS Set-aside, TA, and TA Discretionary funding are required to submit Quarterly Progress Reports on those programs at the same time they submit their RS 50s and RS 51s. These reports should include narrative accounts of the major activities, accomplishments, and problems of ongoing RSS Set-aside and TA Discretionary projects.<sup>9</sup>

### **C. Semi-annual Progress Reports**

Counties that receive an Older Refugees Discretionary Grant are required to submit Semi-annual Progress Reports. These reports contain the same

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<sup>7</sup> See Exhibit C, RS 50 Form, Services Participation and Outcomes Report.

<sup>8</sup> See Exhibit C-2, RS 51 Form, Caseload Movement Report.

<sup>9</sup> See Exhibit D, Quarterly Progress Report Format.

information as the Quarterly Progress Reports, but they are only submitted twice a year (due April 20 and October 20).<sup>10</sup>

Note: CDSS receives progress reporting requirements in the Financial Assistance Award letter sent by ORR.

Counties are informed about the reporting requirements when they receive notice from RPB about their allocation amounts for each type of funding. The reports that counties must submit are to be mailed to:

Refugee Programs Bureau  
California Department of Social Services  
744 "P" Street, M.S. 6-646  
Sacramento, CA 95814

The CDSS will provide specific guidance on reporting requirements via Refugee Coordinator Letters and on the RPB website at [www.cdss.ca.gov/refugeeprogram](http://www.cdss.ca.gov/refugeeprogram).

## **VII. PROGRAM MONITORING**

### **A. Monitoring Responsibility**

Counties are required to conduct fiscal and program monitoring of their RSS, TA Formula, TA Discretionary, and/or other CDSS-allocated ORR Discretionary programs, including any county in-house program providing direct services, funded through allocations from CDSS.

### **B. Monitoring Frequency**

For each program year, the county must conduct at least one comprehensive monitoring review of its refugee services providers. The review must be conducted onsite and must be completed no later than six months from the beginning of the program year.

### **C. Monitoring Activities**

As part of the monitoring process, the county is responsible for verifying:

- 90-day follow-up on job placements, including that complete records concerning the participant job placements (i.e., employer's name; address; telephone number; date of placement, follow-up, and termination dates; starting salary or wage; and job title) are maintained;

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<sup>10</sup> See Exhibit E, Semi-Annual Progress Report Format.